

**Carlisle Housing Authority
Meeting Minutes
July 7, 2016**

Present: Alan Lehotsky, Chair; Mark Levitan, Vice-Chair; Carolyn Ing; Steven Pearlman; Elizabeth DeMille Barnett, Housing Coordinator. **Not present:** Barbara Bjornson.

Guests: Jonathan Stevens, Carlisle Planning Board – Housing Authority liaison; Alex Brewster, *Carlisle Mosquito* and Anya Kaufman, Summer Intern.

1. Meeting called to order at 7:30 p.m.

2. Old Business

- A. Benfield Farms.** Elizabeth DeMille Barnett reported that at their meeting of June 22, 2016 the Board of Health issued an Extended Temporary Certificate of Compliance for the Benfield Farms septic system. Recent test results have shown improved results due to the consistent addition of carbon, and the BOH agreed that monthly testing will be sufficient instead of semi-monthly. Ms. Barnett circulated MicroFast system specifications for their different systems, including the MicroFast 9.0 which was installed at Benfield Farms. The specifications show that the MicroFast 9.0 system may have been significantly oversized for the actual flow. It was noted that this information might be useful when planning for a future project. Alan Lehotsky noted that the BOH convened the June meeting in question on one-day notice, which made it difficult for NOAH's Bryan Wyatt, Director of Real Estate and Philip Giffie, Executive Director, to attend. Mr. Lehotsky will request that the BOH provide more notice in the future.

Ms. Barnett reported on outdoor improvements that have been made at Benfield for resident use: a raised flower bed installed by NOAH, and a gas grill provided by the Council on Aging .

- B. TILL, Inc. Group Home.** Ms. Barnett reported that construction continues on schedule for August occupancy. She stated the exterior has been painted and shared photos of the exterior. Interior finish work is nearly complete. Ms. Barnett also reported that the Carlisle Housing Authority-TILL ground lease has been executed, and notice of the lease has been recorded at the Registry of Deeds. The \$1 per year rental fee has been paid in full for the 95-year term. An open house event is planned by Till, Inc.; date TBD.

- C. Old Home Day 2016 Outreach.** Mark Levitan summarized the board's participation in Carlisle' Old Home Day celebration on Saturday June 25 and characterized it as being a resounding success. The CHA's presence consisted of a table for literature and a professionally printed banner in the Country Fair area. Mr. Levitan designed a handout with input from Steve Pearlman and Ms. Barnett. Mr. Lehotsky, Mr. Levitan, Mr. Pearlman and Ms. Barnett all provided support at the event, as did Karina Coombs, Chair of the Affordable Housing Trust. Ms. Barnett estimated that we greeted over 100 visitors. All who participated stated that all of conversations with townspeople were extremely supportive.

A brief discussion of additional outreach ideas ensued. The consensus was to seek out other public events in town where we could appear, with or without an opportunity to

make a brief presentation. The idea of having a presence at the Till open house was discussed, as was the idea of conducting other open house events at Benfield Farms and Village Court. The idea of a more formal housing forum was also seen as desirable.

3. New Business

A. Department of Housing & Community Development Regional Board Training.

Ms. Barnett advised the board of a new DHCD recommendation that at least one member of a local housing authority attend a Regional Board Commissioner training session. Sessions will be held in different regions of the state between July and September. Carlisle is in the northeast region, whose session will be held Sept. 30 in Lynn. Advance registration is recommended. Ms. Barnett circulated detailed information.

B. Proposed Mass. Comprehensive Zoning Reform Legislation. Ms. Barnett briefed the board on the progress of several bills in the state legislature proposing revisions to statewide zoning law. Senate bill S.2311, An Act promoting Housing and Sustainable Development, has been positioned as promoting housing production in order to alleviate pressure on housing costs. She circulated an opinion document from the Metropolitan Area Planning Council generally supporting the legislation. She also circulated a letter from the Mass. Municipal Association in response to Senate bill S.2144, An Act Promoting the Planning and Development of Sustainable Communities, which opposed some elements of the bill while supporting others. The MMA letter also expressed opposition to a zoning bill pending in the House (H.4140), An Act to Expedite Multifamily Housing Construction and Cluster Development. Ms. Barnett will continue to monitor activity with these bills on behalf of the CHA.

C. 2016 Mass. Housing Partnership Housing Institute. Ms. Barnett reported that she attended this event which had a theme of promoting workforce housing. Ms. Barnett attended sessions which focused on construction costs and financing viability for various sizes of multi-unit projects. Upon request of the board, she will circulate the 2016 Urban Land Institute report on Boston: *Building for the Middle: Housing Greater Boston's Workforce* to the board.

D. Introduction, summer intern: Anya Kaufman, Sustainability student at Saint Andrews University, Scotland. Ms. Barnett reported that Ms. Kaufman will be analyzing various data relative to housing for the benefit of the two housing boards:

Housing growth patterns 1910-2010

Spatial layout trends

Home size and energy consumption trends

Agricultural occupation trends

E. Housing Authority FY 17 Goals. Mr. Lehotsky led a discussion about the creation of goals for the CHA for the current fiscal year. He stated that the overriding goal is to execute the Housing Production Plan, but subsidiary goals should also be set. A general discussion ensued about subsidiary goals such as community outreach, establishing liaisons to other boards, pursuing Inclusionary Zoning, exploring housing on town-owned properties, and other objectives such as those noted on the CHA outreach flyer. The consensus of the group was to ask each member to bring ideas to a future meeting at which goals would be fleshed out, discussed and prioritized.

F. Election of Officers. This was deferred as not all members were present.

4. **Housing Coordinator Report.** Ms. Barnett reported that in June she fielded approximately 1.5 inquiries per business day regarding housing for families, seniors and disabled persons. In May, as a guest of the COA, she attended the Executive Office of Elder Affairs Housing Workshop, where she learned that the most vulnerable group, from the affordable housing standpoint, were rising seniors. Additionally, she provided U.S. Census, U.S. Department of Housing and Community Development data and other Town-related project information to the Carlisle Energy Task Force, toward its effort in producing the state-mandated Green Communities Progress Report.
5. **Authorizations.** Ms. Barnett presented the final FY16 CHA budget. All \$500 in the budget was spent.
6. **Approval of Minutes:** Carolyn Ing made a motion and Mr. Pearlman seconded it to approve the May 16, 2016 Minutes. All present aye, the motion passed.
7. **Next Meeting Dates:** July 18, 2016.
8. **Meeting Adjourned** at 8:46 p.m. Motion to adjourn by Mr. Pearlman; seconded by Ms. Ing. All present aye, the motion passed.

Respectfully submitted,

Mark Levitan, Vice Chair; Elizabeth DeMille Barnett, Housing Coordinator